

PERSON'S OFFICE INFORMATION (OFFI)

Security pertaining to the OFFI screen has been changed. Now, most of the data on the screen is updateable by those outside of HR. This allows campus personnel to populate and maintain the primary campus, building, room number, phone, fax, mail box, and directory listing flag. Locator reports available through HR Custom Reports show data from this screen. Two fields – Email Address and Pay Station remain updateable only by HR.

We have assigned update capability to those with HR.CAMPUSINQ security and who are a director, dean, or their direct support staff. Anyone else desiring this update capability should request it via the regular access request form found in the public folders.

02/04/02 08:24 PERSON'S OFFICE INFORMATION OFFI
 Example, Mr Johnnie R. ID: 0474755
 Where used: HRP

1 Primary Campus Location

Campus	Building	Office	Ext	Fax
01	Dist Admin Offices	GADM Dist Admin Offices	216	253-7000 253-7777

2 Other Campus Office Location(s)

Campus	Building	Office	Ext	Fax
1:				
2:				

3 Network Addresses/IDs

Network	Address/ID
1: FAMILY	jexample@hcc.cc.fl.us
2:	

4 Campus Mail Box No:

5 Pay Station.....: HOM H

6 Directory Listing.: Yes

Enter all 7 digits without the dash. Colleague will insert dash for you.

Not currently used for any college-wide purpose.

NOTES:

1. HRAR forms are still required for moves. The primary campus shown on the OFFI should always agree with the location of the employee's primary position (XPOS screen). If an employee is reassigned to another position, the primary campus can be changed here but a **HRAR-2** must be submitted to HR. Changing data on the OFFI screen does not update any other parts of the personnel system.

Changes in **only** the building, room number, phone, fax, mail box, or directory listing do not require a HRAR form.

2. This is not the official campus address. This screen is no longer maintained primarily by HR. To ensure there is a valid campus address on every employee for official mailings and products such as address labels, HR will continue to use the campus designated for the employee's primary position, not the campus shown on this screen.